

D R A F T

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ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.

LI 7-1

LI 7-1

MANAGEMENT

(Date)

Subject: Periodic Review of Regulatory Issuances Prescribing Fundamental Responsibilities of Employees and Supervisors
→ (2 SPACES)

1. PURPOSE

The purpose of this Instruction is to establish a procedure to ensure Office of Logistics supervisors' and employees' compliance with periodic review of required Agency regulatory issuances prescribing fundamental responsibilities.

2. RESPONSIBILITIES OF SUPERVISORS

- a. Regulatory issuances are published from time-to-time which place upon supervisors recurring responsibilities for which there is no automatic reminder by administrative procedure or employee request. Sometimes there is a requirement that regulatory material be reviewed by all employees at specific time intervals, or periodically, or there is the general injunction that it will be brought to the attention of all employees. There are also regulations concerning the responsibilities of all employees on such fundamental matters as observance of security~~X~~ and conduct on and off the job; inherent in the supervisory function is a continuing responsibility for ensuring a general awareness of such requirements.

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- b. Supervisors are expected to be acquainted with all regulatory issuances having to do with activities in which they are involved, and all supervisors are expected to be thoroughly familiar with those issuances which relate to personnel management. They are expected to read carefully each regulation and each change to the regulations as they are published, and to bring to the attention of employees under their supervision any provisions which are of general concern. They are expected, furthermore, to maintain whatever systems of self-reminder ~~that~~ they may choose to bring about the periodic review prescribed herein.

3. PERIODIC REVIEW PROCEDURE

- a. Each responsible Office of Logistics supervisor will make available to all employees under his jurisdiction the regulatory issuances listed in ^{the attachments} ~~Annex 4~~ and ensure that they are read and understood. This review will be conducted in January and July each year.
- b. Supervisors will maintain individual certification records of this periodic review, and division and staff chiefs will certify to the Director of Logistics through the Chief, Personnel and Training Staff, by 31 January and 31 July each year that their employees have complied with this requirement.
- c. Certification of the initial periodic review is due 30 days from the date of this Instruction.